

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: BUILDING MAINTENANCE WORKER II

General Functions:

Provides for the routine care and maintenance of City facilities. Makes routine building repairs and improvements. Performs routine custodial duties. Provides courier service and runs errands, as assigned.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Coordinates employee requests for services to maintain optimum working conditions.
4. Maintains a positive relationship with contacts specific to them and positions outside the City organization. Must have ability to determine when to call-in specialized help as needed.
5. Performs routine building repairs and improvements such as painting, building shelves, patching walls, installing equipment, repairing lights, toilets, etc. Includes the purchasing of new equipment.
6. Recruit and coordinate contractors for city-wide janitorial services, building and building equipment repairs, elevators, HVAC systems and other maintenance services as requested.
7. Performs routine custodial duties for assigned City facilities, including meeting set-up and breakdown, as required. Keeps grounds and parking lot free of debris and litter. May perform routine grounds work.

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8. Serves as City courier service by delivering and picking up mail, supplies, printing, etc. May post public notices and run other errands as assigned.
9. As needed, may be assigned special projects to enhance or maintain the City's facilities.
10. Purchases most supplies, equipment and materials for assigned duties and special projects and maintain inventory of items.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or completion of equivalent GED certificate. Special training may include maintenance of HVAC systems. Requires a minimum of five (5) years of responsible experience in janitorial and building maintenance including experience in purchasing, building maintenance equipment, tools and supplies and maintaining appropriate records.

b) Training:

- i) Specialized skills required include excellent public relations skills, use of power and hand tools, ability to define problems in electrical and plumbing systems and make the necessary repair. General knowledge of heating, air conditioning, building construction, appliances, audio systems, paints, etc. necessary.
- ii) Must have a valid driver's license, Building Operations certification with N.E.E.C. and Oregon Static Electrical license, type LMS at time of appointment.

2) Supervision:

Received: Receives limited supervision from the Director of Parks and Recreation. Most tasks are established by individual requests. Supervisor assists as needed in prioritizing work. Work is reviewed for results obtained.

Exercised: Supervision of others is not a normal requirement of this position.

3) Communication:

Relationships outside the City organization maintained include those with vendors regarding building maintenance purchases occurring on an infrequent basis and as courier with various local, County and Federal offices on a daily basis and on an as needed basis with attorney's office. Majority of these communications are information exchanges.

Contacts made with other City departments is daily regarding requested services such as building repairs, planning and discussion of special projects or coordinating work done by vendors. Must exhibit excellent communication skills with all city employees.

Contacts with the City's residents are very limited but may include providing information regarding City services.

Is entrusted with the delivery of sometimes highly confidential and sensitive information regarding police, court, and other City matters.

4) Cognitive Functions:

Depends on professional guidelines for the work performed but must use common sense and good judgment as well. The building maintenance, purchasing function is governed by budget, and State and City procedures.

Is responsible for suggesting new methods for carrying out positions functions in a cost effective manner.

Errors could result in loss of revenues, lawsuit, personal injury and property damage, disruption of justice, unnecessary cost to City mainly through courier duties or through poor performance of building repair or maintenance causing unsafe work environment and deterioration of facilities.

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Precedent is available for courier service and custodial duties and most other tasks. Repair and maintenance of equipment, and at times facilities, calls for innovative approaches and methods due to variety and age of equipment and facilities and lack of funds.

Decisions most often made in the course of work include the prioritizing and scheduling of work and what are the necessary procedures to follow.

5) Working Conditions:

Adverse working conditions or unusual expectations required include occasional heavy lifting and carrying, driving in inclement weather conditions and work on ladders and in cramped spaces.

Physical risks exposed to include those imposed by carrying cash when transporting bank deposits and bail money, work on ladders, and driving in unsafe road conditions.

Maintains regular business hours with occasional, irregular evening or weekend work for special projects. May infrequently be required to work overtime without notice.

6) Resource Accountability:

Provides input for the building maintenance portion of the Parks Department budget, custodian of all building maintenance equipment, small tools, and supplies, purchaser of building maintenance supplies, materials and equipment. Must safely operate and maintain a City vehicle.

Records maintained include log of building maintenance activities, documentation for purchases, and tracking of expenditures.

May commit City resources within approved budget for up to \$500.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.